1 Browse the Course Catalog

After you log in, you can browse the **Course Catalog**. You can also filter the catalog so it shows just the courses that interest you.

1.1 **The Course Catalog**

The **Course Catalog** lets you:

- see all class offerings at a glance,
- search for courses by keyword,
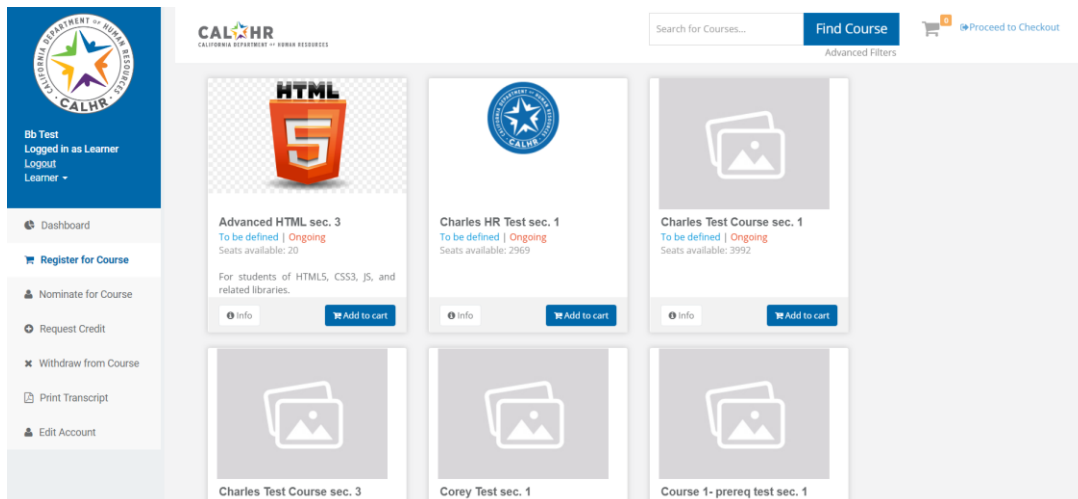- learn more about courses that interest you, and
- enroll in courses.

Figure 1: Course Catalog

1.1.1 Getting to the Course Catalog

After you log in to the system, you'll see your **Learner Dashboard**.

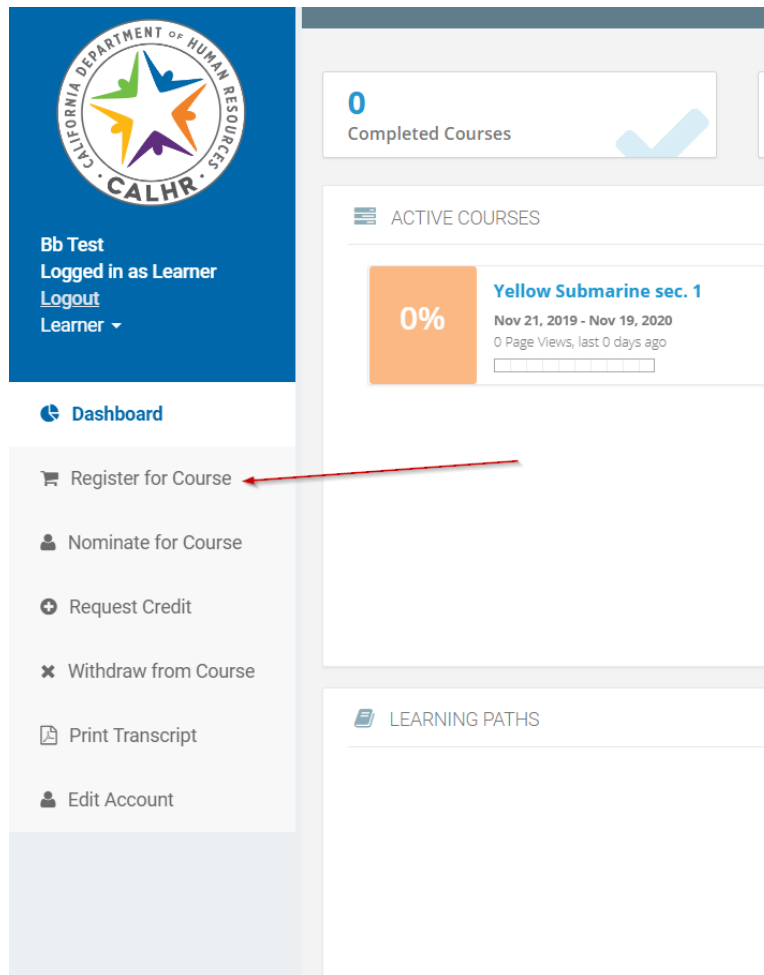Use the "Register for Course" link on the left sidebar to reach the course catalog.

Figure 2: Learner Dashboard (Register for Course)

1.2 Browse for Courses

The "Register for Course" link takes you to the **Course Catalog**. Feel free to scroll through the course catalog to find all the courses available to you.
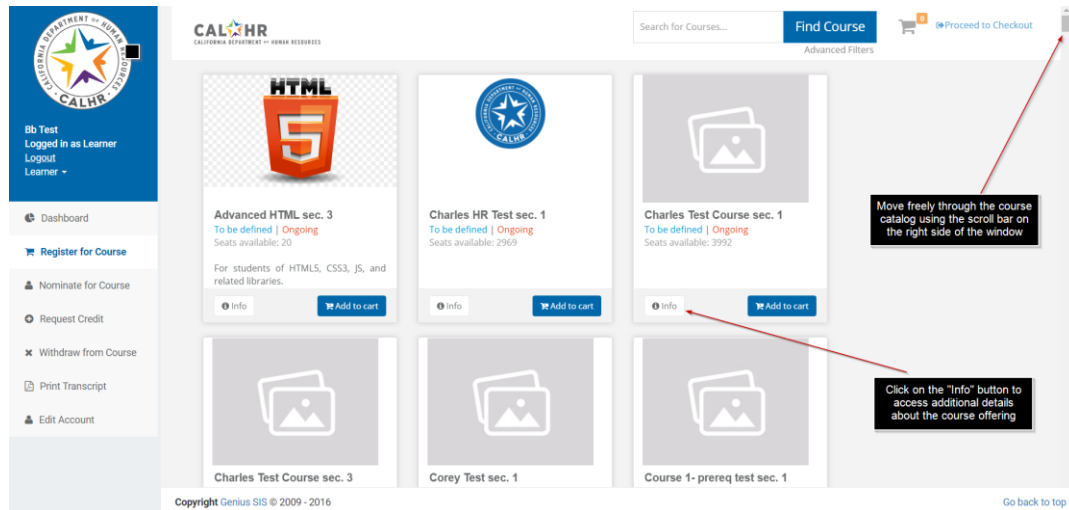

Figure 3: Course Catalog (Browsing)

1.3 Course Info

Each course has its own tile with an "Info" button you can use to get more information about the course, such as where it will be held, prerequisites, and so on.

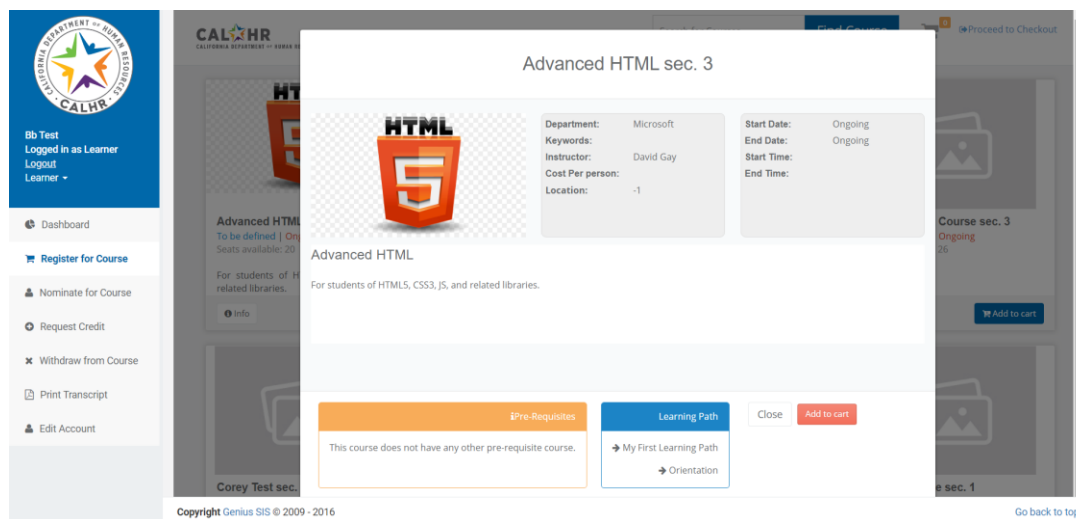After clicking on the "Info" button a new window pops up.

Figure 4: Detailed View

1.4 Find Courses

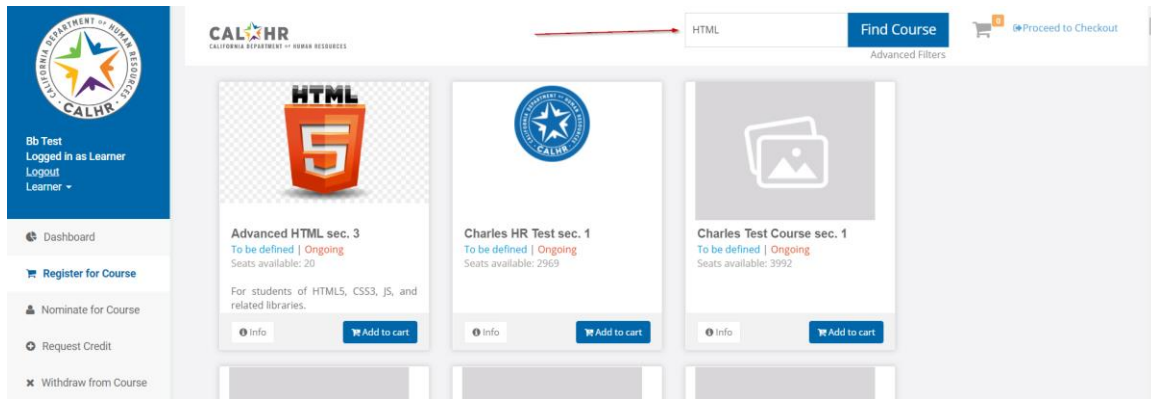Enter some text in the search box in the upper right to find specific courses.

Figure 5: Course Catalog (Search by Keyword)

For example, to find classes related to HTML, type "HTML" in the text box and select "Find Course." The course catalog now shows only the courses related to HTML.
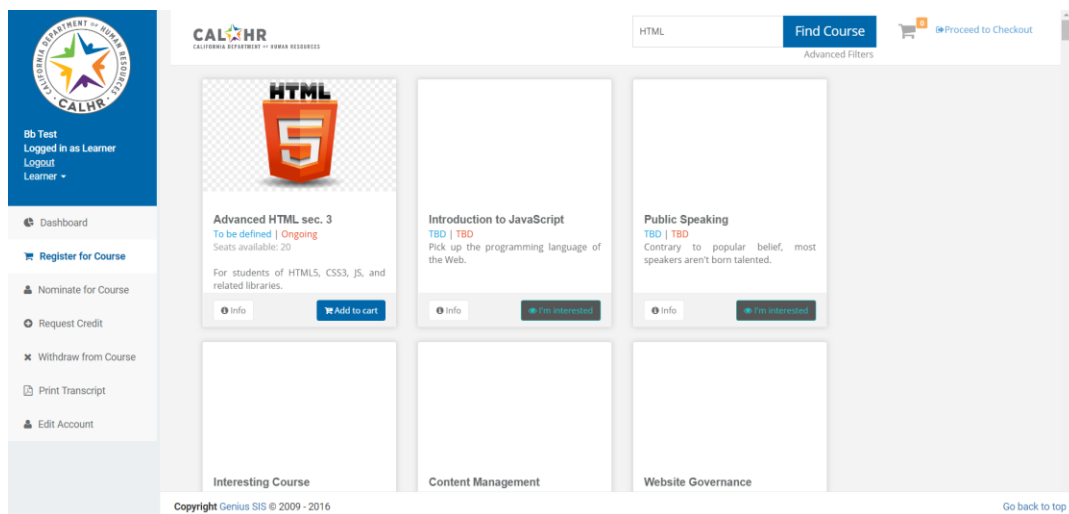

Figure 6: Course Catalog (Search Results)

1.5 Use Filters

Filters let you cut down the catalog to just those courses you want to see. You can combine filters and searching to help you find courses quickly.

You can use these filters:

- Start and end dates
- Course category

- Delivery method
- Location

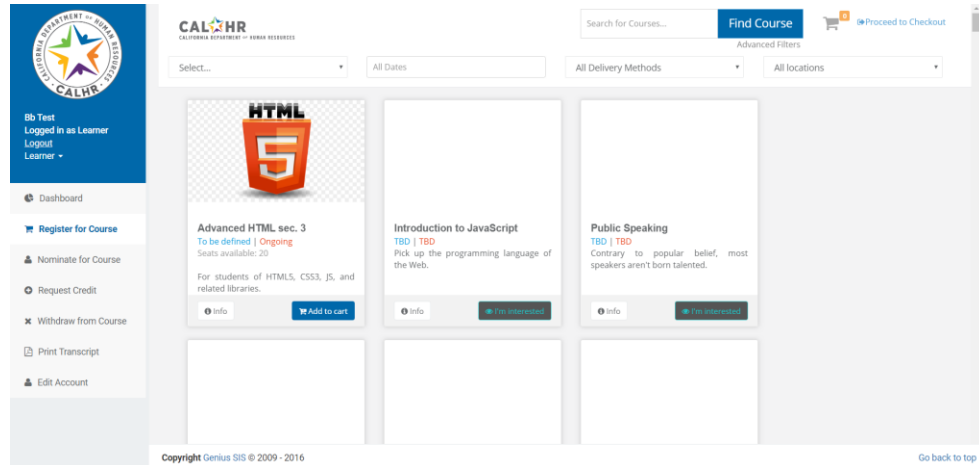Use the "Advanced Filters" link below the Search box:

Figure 7: Course Catalog (Before Filters)

To filter the **Course Catalog**, set the filter criteria as explained in the next few sections.

1.5.1   Filter by date

To filter a course by date, select "All Dates," then select the day, month and year. Choose the start and end dates:
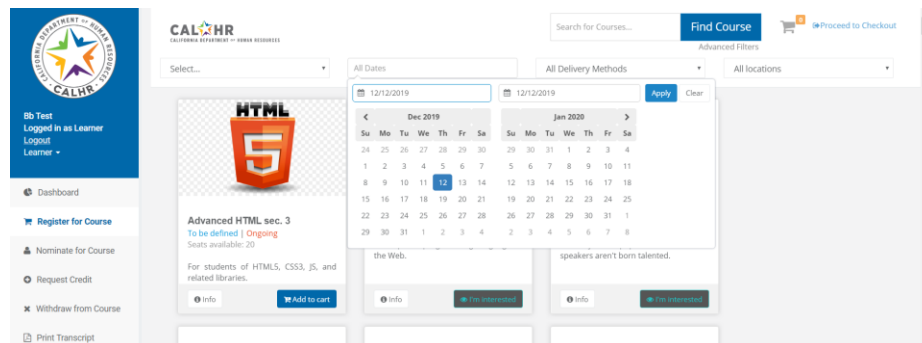

Figure 8: Course Catalog (Date Filter)

1.5.2   Filter by category

To see classes related by subject, filter by category. Use the "Categories" filter on the left side of the screen:
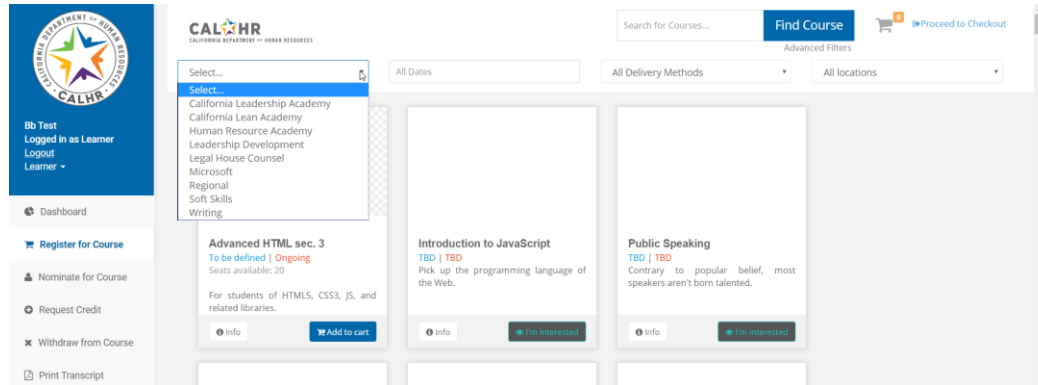

Figure 9: Course Catalog (Category Filter)

You'll see the list of available categories. Select one and your **Course Catalog** will show only courses in that category:
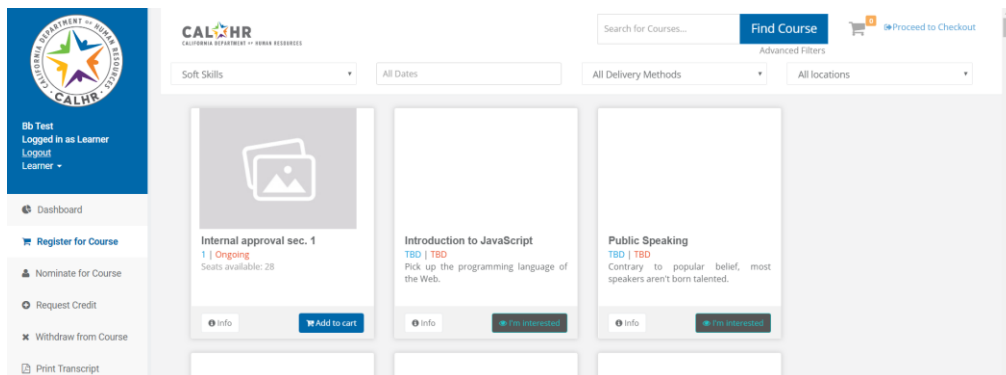

Figure 10: Course Catalog (Filtered by Category)

1.5.3   Filter by delivery method

You can filter courses by delivery methods:

- Online
- Instructor-led training
- Hybrid

To filter your **Course Catalog** by delivery method, use the "All Delivery Methods" menu item:
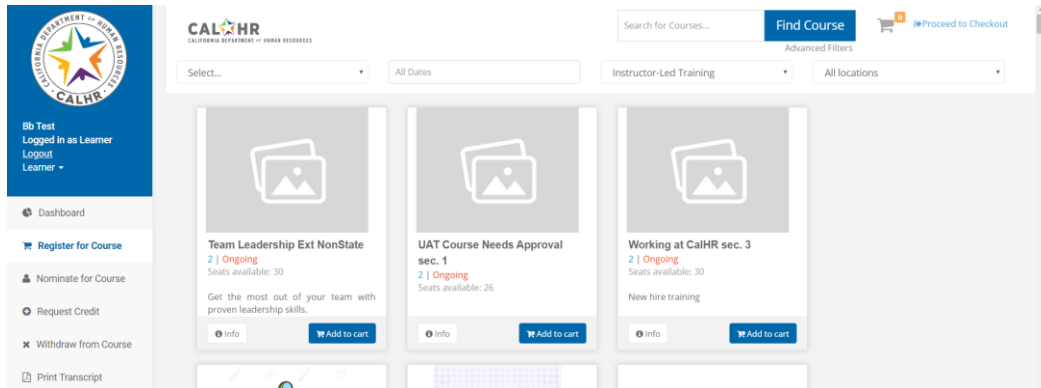
Figure 11: Course Catalog (Filtered by Delivery Method)

Choose a delivery method, and your **Course Catalog** will show only those courses that are delivered in that mode.

1.5.4 Filter by location

To filter your **Course Catalog** by location, change the menu item from "All Locations" to the location you want. In this illustration, the filter acts to only show courses in Sacramento:
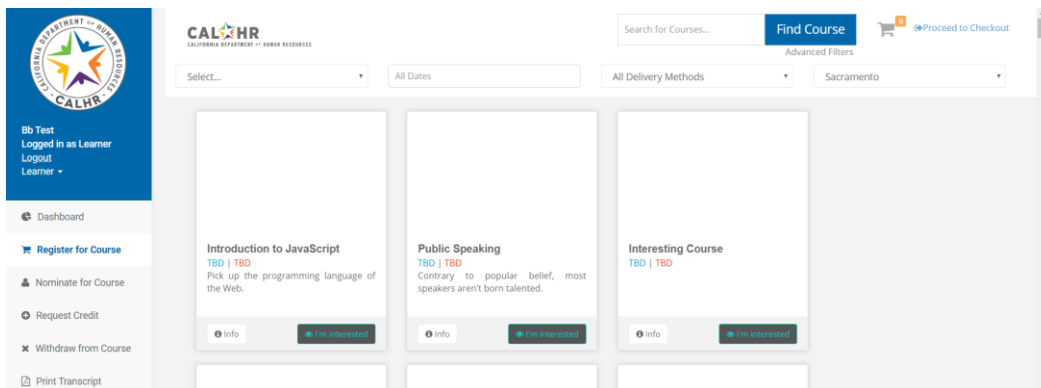

Figure 12: Course Catalog (Filtered by Location)

1.5.5 Combine filters

You can also combine filters to find specific courses that meet your criteria. For example, you can filter for:

- Public Speaking courses,
- delivered online,
- that take place between January 1, 2020 and June 30, 2020.

1.6 **Troubleshoot the Course Catalog**

A couple of things can prevent you from seeing courses that you might expect to see in the **Course Catalog**.

1.6.1 Not all courses are for everybody

You might notice that your colleagues have registered for a course, but you can't find it in the **Course Catalog**.

CalHR holds some types of training only for certain learners. For example, a manager would see certain training opportunities for managers, but an analyst would not.

If you can't see a course that some of your colleagues are taking, and you are interested in learning more, contact your supervisor, manager, or training officer to discuss your learning opportunities.

1.6.2 Filters still active

The filters on the Course Catalog might inadvertently hide courses that *are* available to you. Use "Advanced Filters" and clear all the filtering options. Then try to search for the course one more time.